U.S DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF PRISONS
ENVIRONMENTAL REQUIREMENTS FOR PRIVATIZED CONTRACTS

OVERVIEW AND OUTLINE FOR COMPLETING REQUESTS FOR PROPOSALS

Disclosure of information:

Information submitted by any potential offeror in compliance with the following instructions shall not be considered "Proprietary Information." The Government reserves the right to publicly disclose any information submitted, it deems necessary, to conduct an examination of the environmental impacts of the offeror's proposal.

The following is a general outline of information to be included in the environmental documentation that is completed for Requests for Proposals (RFPs) issued by the Federal Bureau of Prisons (Bureau) for new privatized correctional institutions. All information should be provided in both hard copy and electronic format. This outline is provided as guidance in document preparation.

Per requirements of the Commerce Business Daily (CBD) Notice issued by the Bureau, potential offerors will be required to submit a Phase I Survey conducted in accordance with the American Society for Testing and Materials (ASTM), E-1527-97, "Standard Practice for Environmental Site Assessment: Phase I Environmental Site Assessment Process." Also included as a "Non-Scope Consideration" under Chapter 12 of the Standard Practice, is a delineation or identification of on-site wetlands, and an analysis of potential impacts to threatened or endangered species or species of special status. These requirements will require the offeror to submit the sections according to the following outline with their responses to the initial CBD Notice:

1.4: Biological Resources
- 1.4.1: Wetlands
- 1.4.2: Threatened or Endangered Species or Species of Special Status

1.6: Hazardous Materials

If items submitted in the initial CBD Notice require further study and/or if there is a substantial change to the original information submitted, the response to the RFP should include revised and updated information.

The offeror acknowledges as a condition of submission that the Phase I Site Assessment is to be used by the Bureau and its consultant(s), and therefore waives any limitation to third party reuse.

TITLE PAGE

THE TITLE PAGE SHOULD CONTAIN THE FOLLOWING:

1. **Title of the Project**
2. **Location of the Project (CITY, COUNTY, AND STATE)**
3. **Prepared by: (INSERT NAME AND ADDRESS OF CONTRACTOR)**
4. **Prepared for:**
   THE FEDERAL BUREAU OF PRISONS
   320 FIRST STREET, NW
   WASHINGTON, D.C. 20534
5. **Date (MONTH AND YEAR)**

EXECUTIVE SUMMARY

The Executive Summary should summarize the project, the potential environmental impacts, proposed mitigation, and any other relevant information pertaining to the impacts of the construction and operation of the proposed facility.

TABLE OF CONTENTS

The title and page number of all sections in the document should be included in the Table of Contents. The Table of Contents should be revised as the document is updated.

LIST OF ACRONYMS

This is a list of commonly used acronyms in the document (always spell out the first time used).

1.0 AFFECTED ENVIRONMENTS AND POTENTIAL IMPACTS OF NEW FACILITY CONSTRUCTION

This chapter should include an overview of the site characteristics and the planned site development. A regional and site location map should be included. The regional map should show the proposed project in relation to the nearest major metropolitan area, airports, etc. The site location map should show the proposed project area and any significant features nearby.

If the potential of impacting a particular environment is obviously nonexistent, briefly explain the evaluation and that no impacts are expected. If the lack of impact is not obvious, a short explanation as to why there is no impact may be included under that heading.

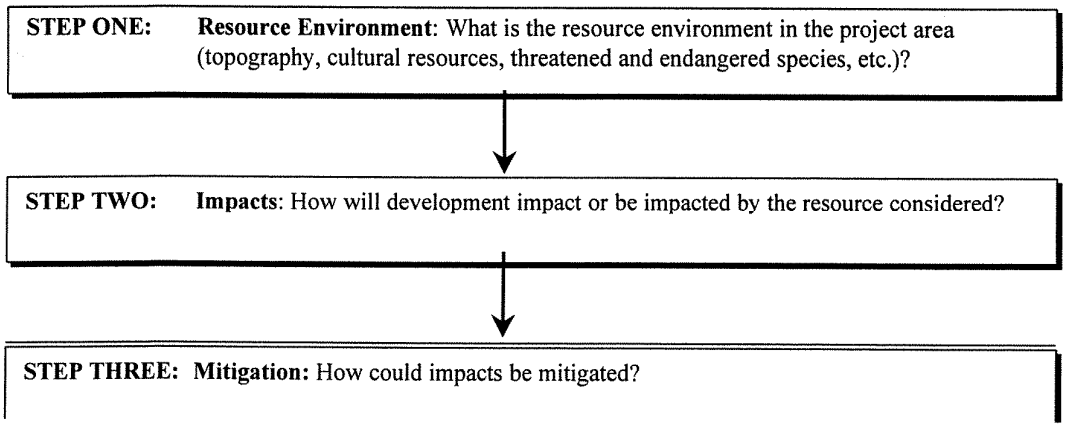
ALWAYS COMPLETELY ADDRESS THE FOLLOWING WHETHER OR NOT IMPACTS EXIST:

1. **ENDANGERED SPECIES**
2. **WETLANDS**
3. **FLOODPLAINS**
4. **CULTURAL RESOURCES**
5. **ENVIRONMENTAL JUSTICE**

Specific federal legislation for each of these areas requires analysis in NEPA documentation. This legislation is described in the following outline.

Each affected environment should include a general project description and how site development and operation of the proposed facility will impact and/or be impacted by the environment discussed. If impacts are expected, describe measures that can be undertaken to mitigate the anticipated impacts from construction and operation of the proposed facility. If further investigation would be required by the Bureau (such as for a biological assessment or parkland evaluation), give details on what this would entail and why it could not be undertaken by the private contractor at the time of the analysis.

CONSIDERATIONS FOR THE AFFECTED ENVIRONMENT



STEP FOUR: **Include supporting documentation in the Environmental Document provided to the Bureau (maps, references, tables, contacts, etc.)**

1.1 TOPOGRAPHY

The topography of the project area should be described to determine potential impacts to the area and its suitability for development. Topography is considered for other potential impact areas such as wetlands, soils and geology, air quality, and water resources.

- What is the general topography of the site?
- What is the general topography immediately adjacent to the site?
- What impacts to the topography would be expected if the site is developed?
- If there are expected impacts to the topography, how could these impacts be mitigated?
- What are the limiting factors for development due to the existing topography?

Figures and Tables: Include the appropriate 7.5-minute U.S. Geological Survey (USGS) topographic map (or maps) for your site. ALWAYS INCLUDE A DATE FOR THE REFERENCE MATERIAL.

1.2 GEOLOGY AND SOILS (INCLUDE DESCRIPTION OF PRIME FARMLAND)

The soils and underlying geology of an area should be considered because they may have limitations to development such as poorly drained soils, prime farmland, and areas with the potential for seismic activity. Such characteristics may trigger special types of construction design and coordination with federal and state agencies.

- What soils and underlying geology exist at the site?
- Are any of the soils considered to be prime farmland?
- What soils and underlying geology are immediately adjacent to the site?
- Are the soils and geology suitable for development?
- What impacts to the soils and geology would be expected if the site is developed?

- If there are expected impacts to the soils and geology, how could these impacts be mitigated?
- What are the limiting factors for development due to the existing geology and soils?
- If there are limiting factors to development, how could they be mitigated?
- If applicable, cite coordination with the National Resources Conservation Service.

[A sample AD 1006 form is included under "Sample Correspondence and Forms." This form must be requested from the National Resource Conservation Service, as it is a multi-paged document with carbon copies.]

Figures and Tables: If the site is located in an earthquake-prone area, include a map of the seismic zones in the U.S. and discuss design and construction measures that could be undertaken to reduce earthquake damage. Include a table showing soil suitability for development as described in the Natural Resources Conservation Service (NRCS) Soil Survey for the area of proposed development.

1.3 HYDROLOGY

Both the surface and ground water sources should be considered to determine the suitability for development and the potential impact on related resources such as threatened and endangered species. Consideration of the current use of the water sources should be discussed. In addition, federal legislation requires that areas in the 100-year floodplain be avoided if other alternatives exist for development.

1.3.1 Surface Water

- What bodies of water exist at the site?
- How would development and operation of the proposed facility impact and/or be impacted by the surface water?
- If applicable, describe measures that could be implemented to mitigate the anticipated impacts.
- Cite agency consultation if applicable.

1.3.2 Flood Considerations

- Is any portion of the site in the 100-year and/or 500-year floodplain?
- Does the community participate in the National Flood Insurance Program (NFIP)? If so, will the project impact the Flood Insurance Rate Maps (FIRMs)?
- How will the proposed construction and operation of a new facility impact and/or be impacted by the floodplains?

- If applicable, describe measures that could be implemented to mitigate the anticipated impacts.
- Cite agency consultation if applicable.

1.3.3 Ground Water

- Is there a sole-source aquifer located in the area of the site?
- How would the construction and operation of the proposed facility impact and/or be impacted by the ground water?
- If applicable, describe measures that could be implemented to mitigate the anticipated impacts.

Figures and Tables: Include the Federal Insurance Rate Map (FIRM) that covers the project site. Clearly show all areas within and immediately adjacent to your site that are within the 100-year floodplain.

1.4 BIOLOGICAL RESOURCES

Biological resources in the project area may include both wetlands and threatened and endangered species. Federal legislation protects these resources and coordination with applicable federal agencies is typically required during project planning and development.

1.4.1 Wetlands

Wetlands are transitional areas between land and water and have features common to both. All wetlands share three common features: the presence of a water source, soils that differ from adjacent upland soils (hydric soils), and vegetation that can survive in wet conditions (hydrophytic vegetation).

When a project has considered all other feasible and prudent alternatives and still may cause unavoidable loss of wetlands, compensation may offset some of the impacts. Another option is the enhancement of an existing wetlands area.

Because of photo-interpretation problems, map scale, and lack of ground truthing, National Wetlands Inventory Maps (NWI) maps can depict non-wetlands as wetlands or completely miss wetlands on a site. NWI maps are most useful as a general approximation of wetland resources but do not provide sufficient detail to evaluate potential impacts of proposed activities on specific wetlands. Ground truthing by a qualified wetlands

specialist should be conducted and documented in the report. Projects should avoid wetlands whenever feasible.

- Are there wetlands at the project site (reference NWI Map and field investigation by a certified wetlands specialist)?
- How would the development and operation of the proposed facility impact and/or be impacted by wetlands?
- Cite agency consultation if applicable.
- If applicable, describe measures that could be implemented to mitigate the anticipated impacts.

Figures and Tables: Include the appropriate NWI map for the project site.

1.4.2 Threatened or Endangered Species or Species of Special Status (animal and plant)

The analysis of potential impacts to threatened or endangered species or species of special status should include a site reconnaissance report identifying potential habitat or presence of protected species by a qualified biologist with federal and state threatened and endangered species (plant and animal) lists attached.

- Describe the threatened and endangered species and species of special status that may exist in the project area.
- Include appropriate threatened or endangered species and species of special status lists in the appendices.
- How would the development and operation of the proposed facility impact endangered species?
- Cite agency consultation with the USFWS.
- If applicable, describe measures that could be implemented to mitigate the anticipated impacts.

Figures and Tables: Include the T&E list or lists provided by the USFWS for the project area.

1.5 CULTURAL RESOURCES

- Identify historic properties in the project area. A phased approach may be used to conduct identification and evaluation efforts. However, the process should establish the likely presence of historic properties within the area of potential effects for each facility under consideration.
- Cite consultation with the State Historic Preservation Officer (SHPO) and/or Tribal Historic Preservation Officer (THPO); consultation with any Indian

tribes or Native Hawaiian organization, including those located off tribal lands; and consultation with any consulting parties.

- Assess how would the development and operation of the proposed facility impact historic resources in the project area?
- If applicable, describe any measures that could be implemented to mitigate anticipated impacts and to complete identification and evaluation studies for the site.

1.6 HAZARDOUS MATERIALS

- To meet the standard of "all appropriate inquiry," conduct a Phase I according to the American Society for Testing and Materials (ASTM) 1527-97 Standard (See "Regulations and Guidance").

1.7 SOCIOECONOMICS AND ENVIRONMENTAL JUSTICE

The environmental document should identify potential social and economic impacts of a proposed action, including any changes in the neighborhoods or community cohesion for the various social groups.

- Give brief description of affected populations in the project area. This should include descriptions (if any) of minority, elderly, and low-income populations.
- Discuss the potential disproportionate impacts of the proposed facility on minority, elderly, and low-income populations.
- How would the development and operation of the proposed facility impact minority, elderly, and low-income populations? Include impacts from noise, traffic, displacement, and employment.
- Will the development and operation of the proposed facility adversely impact children (Executive Order 13045: See "Regulations and Guidance").
- If applicable, describe measures that could be implemented to mitigate the anticipated impacts.

1.8 PUBLIC SERVICES

It is important to fully describe the public services in the project area so that consideration can be given to the area's capacity for new development.

- Describe the public services provided (and by whom) at the project site. This should include the fire department, police department, health care, and education.
- Would the public services in the area support the development of a new facility?
- How would the public services be impacted by the development and operation of the proposed facility?

- Cite coordination with service providers. Include information on whether or not there is capacity to serve a new facility.
- Cite improvements that may be necessary to serve a new facility. Impacts of these anticipated improvements should also be addressed.

Include the following information for public services:

Fire Department
- Location of stations
- General information: number of firefighters, type of equipment
- Response capabilities/limitations
- Mutual aid agreements

Police Department
- Location of department operations
- Number of officers and patrol vehicles
- Location of nearest county and state police operations

Health Care
- Area hospitals
- Locations (map)
- Number of beds
- Available services
- Ambulance companies and number of vehicles each

Education
- Area school systems/districts
- Location of schools (map)
- Existing enrollment in K-6, 7-8, and 9-12
- Existing capacities of the three levels
- Any planned expansions
- Local colleges, votech, universities, etc.

1.9 PUBLIC UTILITIES

It is important to fully describe the utilities in the project area so that consideration can be given to the area's capacity for new development.

- Describe the public utilities provided (and by whom) at the project site. This should include sanitary sewer, storm water drainage, water, electric power, natural gas, telephone service, solid waste disposal.
- Would the utilities in the area support the development of a new facility?

- How would the utilities be impacted by the development and operation of the proposed facility?
- Cite coordination with service providers. Include information on whether or not there is capacity to serve a new facility.
- Cite improvements that may be necessary such as sewer lines, water lines, etc. that will be necessary to serve a new facility. Impacts of these anticipated improvements should also be addressed.

Include the following information for public utilities:

Water Supply

- Source of water to the proposed site
- Name and address of provider
- Source of raw water (e.g. wells, reservoirs)
- Raw water: is availability of raw water an issue, i.e., aquifer depletion, seasonal shortages, and any other issues
- Location of water treatment facilities
- Treatment capacity: current rated capacity; current usage; both average and maximum, and how they compare to capacity; and any other water treatment issues or contingencies (e.g. agreements with neighboring jurisdictions)
- Location and capacity of storage tanks
- Location and size of water supply mains (map)
- Any right-of-way on site and if so, estimated cost of relocation
- Water delivery system: any bottlenecks in system, e.g., pumping capacities, pipelines that will have to be upgraded; if so what is nature of area to be disturbed; are pipeline replacements likely to present environmental issues?
- Any planned improvements
- Current water rate schedule

Waste Water Treatment

- Will proposed facility connect to an existing system?
- Name and address of treatment facility
- Name and address of state regulating agency
- General description of existing treatment facility
- System schematic if available
- Treatment system capacity
- Average and maximum daily wastewater generation
- Discharge locations
- Any discharge issues to be aware of
- Size and location of sewer system collection mains (map)
- Wastewater collection system: any bottlenecks in system, e.g., pumping capacities, pipelines that will have to be upgraded; if

so what is nature of area to be disturbed; are pipeline replacements likely to present environmental issues
- Any right-of-way on site and if so, estimated cost of relocation
- Any planned improvements
- If system will have separate, self contained wastewater treatment facility, what are the siting constraints; who will assume responsibility?

Electric Power Supply
- Power supply company name and address
- Location of power lines/grid (map)
- Location of closest system hook-up to site
- Any right-of-way on site and if so, estimated cost of relocation
- Any capacity or supply issues
- Any planned improvements
- Location of any nearby nuclear power plants (within 20 miles)

Heating Fuel
- Most likely system or options: natural gas, heating oil, or electricity.
- If natural gas is available: name of gas supply company, size and location of gas mains (map), any right-of-way on site and if so, estimated cost of relocation and planned improvements.
- Other options: solar potential, co-generation, etc.

Telecommunications
- Name and address of telephone company
- Points of access (map if available)
- Any right-of-way on site and if so, estimated cost of relocation

Solid Waste Disposal
- Availability of collection services
- Current disposal system
- If landfill, who is operator, what is expected life, area served, etc.
- Responsible regulating agency at municipal, county, and state levels
- Other jurisdictional factors

1.10 LAND USE AND ZONING

Researching the land use and zoning of the project area is important in determining potential impacts of the construction and operation of the proposed facility. The surrounding land use should be described in detail, focussing on areas of potential concern such as schools, recreational areas, residential areas,

airports, historical districts, and other areas that may not be considered compatible with the proposed facility. The zoning of the area should also be considered. A zoning map of the area should be studied to determine whether or not changes to the zoning would be required to accommodate the proposed facility.

- Describe the land use surrounding the proposed site. Describe the residential, commercial, and recreational land uses surrounding the site. How is the proposed site currently zoned?
- Is the project site in a Federal Aviation Administration regulated noise contour and/or a flight safety zone?
- How would the development and operation of the proposed facility impact the zoning in the project area?
- If applicable, describe measures that could be implemented to mitigate the anticipated impacts.
- Parklands and/or recreation areas are two environmental concerns that require special attention. It is desirable from an environmental standpoint to avoid encroaching on these areas. If it is determined that development of the project would require use of these areas, then additional studies and possible mitigation would need to be undertaken.

Figures and Tables: Include zoning and/or land use maps for the area.

1.11 TRANSPORTATION

It is important to describe the transportation system that is current and proposed in the area. The current road system determines access and future land use patterns in the area of the proposed facility. Special attention should be paid to areas with high congestion to determine whether increased traffic would cause adverse impacts in the project area.

- What are the existing local, state, and federal roads that provide access to the proposed site?
- Will the project result in increased motor vehicle traffic during construction and/or operation?
- Describe any improvements to the transportation system which will be necessary as a result of the project (e.g. turning lane; road widening; signaling).
- Describe how these new traffic patterns will affect the land uses described in Section 2.8 including residential, commercial and recreational land uses.

1.12 AIR QUALITY

The U.S. Environmental Protection Agency (EPA) defines ambient air in CFR 40, Part 50, as "that portion of the atmosphere, external to buildings, to which the general public has access." In compliance with the 1970 Clean Air Act (CAA) and the 1977 and 1990 Amendments (CAAA), U.S.EPA has promulgated ambient

air quality standards and regulations. The National Ambient Air Quality Standards (NAAQS) were enacted for the protection of the public health and welfare. To date, U.S.EPA has issued NAAQS for six criteria pollutants; carbon monoxide, sulfur dioxide, particles with an aerodynamic diameter less than or equal to a nominal 10 micrometers, ozone, nitrogen dioxide, and lead.

There are two types of standards: primary and secondary. Primary standards are designed to protect sensitive segments of the population from adverse health effects, with an adequate margin of safety, which may result from exposure to criteria pollutants. Secondary standards are designed to protect human health and welfare and in some cases are more stringent than the primary standards. Human welfare is considered to include the natural environment (vegetation) and the man-made environment (physical structures). Areas that are below the standards are in "attainment," while those that equal or exceed the standards are in "non-attainment."

Although U.S.EPA has the ultimate responsibility for protecting ambient air quality, each state and local government has the primary responsibility for air pollution prevention and control. The CAA requires that each state submit a State Implementation Plan (SIP), which describes how the state will attain and maintain air quality standards in non-attainment areas. The SIP must be approved by U.S.EPA for each non-attainment pollutant. In order for projects to comply with the CAA and CAAA, they must conform with attainment plans documented in the SIPs.

- Give brief description of air quality standards in the project area (or state if applicable).
- Is the project area in attainment for the U.S.EPA standard criteria?
- How will the development and operation of the proposed facility impact air quality in the area?
- Cite agency consultation if applicable.
- If applicable, describe measures that could be implemented to mitigate the anticipated impacts.

1.13 NOISE

Noise is one of the most noticed environmental pollutants, therefore, potential noise impacts should be evaluated carefully.

- What are the current noise generators in the area of the proposed project site?
- What is the nature and volume of the noise emissions to be produced for all aspects of the project and known indirect effects (such as increased motor vehicle traffic) which will affect noise conditions and known sensitive receptor locations?
- If applicable, cite the noise ordinance for the proposed project site.

1.14 CUMULATIVE IMPACTS

This is a description of the cumulative impacts (if any) on the environment. It should be a brief summary of the incremental impacts of the action when added to other past, present, and reasonably foreseeable future actions within the geographical area and/or project area. Cite coordination with local Chamber of Commerce, planning agency, and other related development authorities to denote planned development in the area. Summarize any cumulative impacts of this project and any directly related projects. Give particular attention to land use changes, demands upon utility services and community resources, air and water quality impacts, etc. Summarize the results of the environmental impact analysis conducted for any related improvements or projects. Summarize any potential adverse impacts pointed out in the above analysis.

1.15 COORDINATION AND PERMITS

This is a description of permits typically required for the action. This includes such things as building codes and requirements, storm water and sediment and erosion control requirements, etc. If a particular alternative requires a specific federal or state permit (i.e. Section 404 permit), then the requirements of that permit should be discussed in that particular affected environment.

2.0 IMPACT SUMMARY MATRIX

For the proposed action, complete the following table to summarize the potential impacts discussed in Section 1.0.

IMPACT SUMMARY MATRIX FOR (*Insert Name of Proposed Project*)

Description	Potential Impact(s)	Proposed Mitigation
Topography		
Geology and Soils		
Surface Water		
Flood Considerations		
Ground Water		
Wetlands		
Threatened and Endangered Species		
Historic Properties		
Archaeological Resources		
Hazardous Materials		
Socioeconomics and Environmental Justice		
Public Services		
Public Utilities		
Land Use and Zoning		
Transportation		

Air Quality		
Noise		
Cumulative Impacts		

3.0 AGENCIES CONSULTED AND REFERENCES

This is a list of federal, state, and local agencies (with addresses and phone numbers) that were consulted during the preparation of the environmental documentation. Coordination letters should be provided in the appendices. Summaries of all informational meetings and public comments should be provided to the Bureau. Although formal transcripts of the public meetings are not required, this type of documentation is recommended.

4.0 LIST OF PREPARERS

This is a list of all individuals that participated in the preparation of the documentation. The list should include the name, address, phone number, and agency or firm affiliation if applicable.

SECURITY DOOR AND HARDWARE REQUIREMENTS

As a minimum standard for populations of low security level and above:

Doors servicing spaces indicated as secure in the Secure Construction Requirements Matrix shall be Detention Grade and manufactured and tested in accordance with Hollow Metal Manufacturers' Association HMMA standard 863-98 - Guide Specifications for Detention Security Hollow Metal Doors and Frames. Door face sheets shall be 12 gauge. Hollow metal frames shall be 12 gauge minimum.

Locks for doors servicing spaces indicated as secure in the Secure Construction Requirements Matrix shall be Southern Steel or Folger Adam 80 series paracentric deadbolt locks (or equal). Locks shall be pressure sensitive and have 6 levers.